



**Tillamook Urban Renewal Agency
210 Laurel Avenue
Tillamook, Oregon 97141**

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**TURA Regular Meeting
Wednesday, July 11, 2012
5:30 P.M.**

Board Members Present:

Chairman Don Hurd
Carolyn Decker
Alene Allen
John Sandusky
Cheryl Davy
Dave Schrom

Staff Present:

City Manager Paul Wyntergreen
Executive Assistant Debbi Reeves

Guests/Public:

Mayor Suzanne Weber, Aaron Zimmerman

HANDOUTS AFTER BOARD PACKET DELIVERY:

- 1) SAI Design Proposal for TURA and Streetscapes Committee
- 2) Updated City Shop Design Plans and Information

1. **Call to Order and Roll Call:** Chairman Hurd called the meeting to order at 5:32 P.M. and Reeves called the roll. All board members were present.
2. **Approval of Minutes:** Chairman Hurd asked for approval of the minutes.
 - C. Decker made a motion to approve the regular meeting minutes of June 13, 2012 as presented. The motion was seconded by A. Allen. Hurd called for the vote and ayes were received by all board members present. The motion passed unanimously.
3. **Approval of Bills:** Reeves explained several of the items in the bill list and there was brief discussion. With no further questions or comments Chairman Hurd asked for a motion to approve the bills.
 - D. Schrom made a motion to approve the payment of the bills in the amount of \$25,700.91 (Check #663-676). The motion was seconded by A. Allen. Ayes were received by all board members present. The motion carried.
4. **Financial Report:** C. Davy asked about the accountant disclosure letter with the May 2012 Financial Statement which is the standard letter from accountant firms when presenting a monthly financial statement. Consensus of the board was to only include the financial part of the statement in the future. There were no further comments or questions regarding the May 31, 2012 Financial Statement.

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5. **Non-Agenda Items:** None

6. **New Business:**

a) **Laptop Computer and AgendaQuick:** **D. Reeves** explained the City has purchased laptop computers and these will be available for the board to use for meetings. She explained this will help eliminate a majority of the paper used for meetings. In conjunction with the laptops the City has purchased a program called AgendaQuick which will simplify the assembly of meeting packets and processing the meeting minutes. The program has an annual fee and **D. Reeves** asked if TURA would be willing to pay part of the costs annually. This was discussed. After discussion and questions it was decided the board needs more information. This item will be on the next meeting agenda.

b) **Annual Schedule:** **D. Reeves** explained the Annual Schedule was something the board had discussed in the past in order to keep track of different issues and items that need to be taken care of by the agency and board throughout the year. She asked the board to review the schedule and let her know if there is anything else that needs to be added. **P. Wyntergreen** commented on deadlines noted in the Urban Renewal Oregon State statutes. There were board questions and discussion.

c) **Board Vacancy:** **Chairman Hurd** explained that with the resignation of **L. Casey** in June there is an opening on the board. She was also a Streetscapes Committee member. **Hurd** commented he had invited **Aaron Zimmerman**, a past TURA Board member to the meeting. **C. Davy** asked about restrictions for board members living inside and outside the city limits. Currently the Bylaws state that three (3) At-Large board members must live inside the city limits and two (2) can live outside the city limits. **L. Casey** lived within the city limits. There was discussion and **Hurd** noted the Bylaws can be changed eliminating this restriction if necessary. **C. Davy** noted she knows someone who is interested in the position.

d) **Request for 'Free Public Parking' Signs:** **Chairman Hurd** asked for this to be included in the Streetscapes Committee report.

7. **Pending Business:**

a) **City of Tillamook Service Facility (City Shops):** **Chairman Hurd** opened the discussion regarding the City Shops and asked **P. Wyntergreen** to explain. **P. Wyntergreen** noted a handout had been presented to the board prior to the meeting which includes updates to the design and costs of the project. There were questions and discussion about the changes, costs, timelines for moving, contractor bids, TURA projects and priorities, the TURA Plan, goals, objectives and blight. There was discussion about the hospital project, public buildings, and tax revenues. Procedure and process for an application from the City to TURA was

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discussed. **Chairman Hurd** asked for a formal proposal from the City with all of the information included as discussed.

Chairman Hurd would like to have a work session for the board to go over projects, priorities, spending. A work session was set for July 17, 2012 at 5:30 p.m. There was discussion about borrowing, grants, and TURA funds at the present time. **P. Wyntergreen** will explore loan options. **Hurd** will attend the next City Council meeting. **C. Davy** asked for a breakdown of phases of the city shop project and there was discussion about community meeting rooms.

b) **Report from Astoria Field Trip:** **Mayor Weber** reported on the trip to Astoria to visit with their urban renewal staff and the city manager. She explained their history and their successes with urban renewal. The group toured several of the areas and buildings. **Mayor Weber** would like to see members of the board visit other successful urban renewal areas such as Albany or McMinnville.

c) **Bank of Astoria:** **D. Reeves** explained that the Bank of Astoria would like TURA to consider a proposal to move the checking account to their bank. After questions and a brief discussion it was decided to table this item until the next meeting.

There was discussion about U.S. Bank and that **D. Reeves** cannot inquire on the account. U.S. Bank only allows signers on the account privileges to inquire. **P. Wyntergreen** noted the auditors would most likely not like **D. Reeves** to be a signer on the account since she handles the checks.

➤ **C. Davy** made a motion for **Chairman Hurd** to obtain a debit card on the US Bank checking account. **C. Decker** seconded the motion. **Chairman Hurd** called for the votes and ayes were received by all board members seated. The motion passed.

8. **Committee Reports and Project Updates:**

a) **Streetscapes Committee:** **C. Davy** gave a report on the Streetscapes meeting from July 11, 2012. She explained **Kristine Hayes** of SAI Design had attended the meeting and sent in a proposal from her company for design services (handed out prior to the meeting). There was discussion about projects, design, design companies, specifications, and consulting contracts. There was discussion about future projects that may require a design professional. There was discussion about the assignments of the Streetscapes committee. **A. Allen** asked about the ODOT project which was discussed. **Mayor Weber** noted **Mark Seder** is the design consultant the city is using on the city shop project. **Chairman Hurd** would like this topic added to the priorities list.

There was discussion about the Streetscapes request for TURA to ask the City for "Free Public Parking" signs for the parking area on 2nd and Ivy. **P. Wyntergreen** will check into this and take this to the Public Works Committee. **D. Schrom** would like this request to move forward as

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everyone agrees there needs to be signage for the public parking areas.

b) **Langlois Façade Project:** **D. Reeves** reported **George and Carol Langlois** had come into City Hall and signed the grant-loan agreement so that everything is ready. At this time, they are doing the repairs to the building on the south side and hope to begin painting in August.

c) **Kershaw Grant Project:** **D. Reeves** reported **Steven Kershaw** is working on the building but has not contacted her to set-up an inspection. There was discussion about how nice the building is looking.

9. **Correspondence/Information:**

a) **Letter to the Mayor regarding the City Service Facility:** No discussion.

b) **Beals Building - Saito Deed Reconveyance:** **D. Reeves** noted the **Saito** loan has been paid in full and the deed has been reconveyed.

Hurd asked about the **Janac** loan and **D. Reeves** noted he is making his monthly payments. She also noted the funds from payments received are in a TLC Federal Credit Union account. She then noted Northwest Oregon Housing Association (NOAH) had contacted her about help with painting their low income housing building on Miller Avenue which is not in the UR district. This was discussed and will be looked into further.

10. **Concerns of the Board:**

A. Allen asked about city billboard's which were discussed. Directional parking was also discussed.

C. Davy commented about the letter to the Mayor submitted by **Chairman Hurd, C. Decker,** and **A. Allen.**

11. **Meeting Notices:** The next meeting will be August 8, 2012

12. **Adjournment:** With no further business **Chairman Hurd** adjourned the meeting at 7:05 P.M.

Prepared by:
Debbi Reeves
Administrative Assistant

Reviewed by:
~ ~ SIGNATURE ON FILE ~ ~

Don Hurd – Chairman